- 1. National HCFA 1500 Claim Form Sample
- 2. National HCFA 1500 Claim Form Completion Instructions
- 3. List of Procedures In Which Reimbursement Is Determined At Time of Prior Authorization
- 4. Prior Authorization Request Form (PA/RF) Sample
- 4a. Prior Authorization Request Form (PA/RF) Approval Sample

NATIONAL HCFA 1500 CLAIM FORM SAMPLE

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NATIONAL HCFA 1500 CLAIM FORM COMPLETION INSTRUCTIONS FOR AUDIOLOGY AND HEARING AID SERVICES

To avoid denial or inaccurate claim payment, providers must use the following claim form completion instructions. Enter all required data on the claim form in the appropriate element. Do not include attachments unless instructed to do so. All elements are required unless "not required" is specified.

Wisconsin Medical Assistance recipients receive a Medical Assistance identification card upon initial enrollment into the Wisconsin Medical Assistance Program (WMAP) and at the beginning of each month thereafter. Providers should always see this card before rendering services. Please use the information exactly as it appears on the Medical Assistance identification card to complete the patient and insured information.

ELEMENT 1 - Program Block/Claim Sort Indicator

Enter claim sort indicator "D" or "T" for the service billed in the Medicaid check box. Claims submitted without this indicator are denied.

Provider Type	Type of Service	Claim Sort Indicator
Audiologist	Audiological Services (i.e., therapies)	T
Audioligist	Servicing and supplying of hearing ai	ds D
Hearing Aid Dealer	Servicing and supplying of hearing ai	ds D

ELEMENT 1a - INSURED'S LD. NUMBER

Enter the recipient's ten-digit Medical Assistance identification number as found on the current Medical Assistance identification card. This element must contain no other numbers, unless the claim is a Medicare crossover claim, in which case the recipient's Medicare number may also be indicated.

ELEMENT 2 - PATIENT'S NAME

Enter the recipient's last name, first name, and middle initial as it appears on the current Medical Assistance identification card.

NOTE:

A provider may submit claims for an infant if the infant is ten days old or less on the date of service and the mother of the infant is a Medical Assistance recipient. To bill for an infant using the mother's Medical Assistance identification number, enter the mother's last name followed by "Newborn" in element 2. Enter the infant's date of birth in element 3. In element 4 enter the mother's name followed by "Mom" in parentheses. Finally, in element 1A enter the mother's ten-digit Medical Assistance identification number.

ELEMENT 3 - PATIENT'S BIRTH DATE, PATIENT'S SEX

Enter the recipient's birth date in MM/DD/YY format (e.g., February 3, 1955, would be 02/03/55) as it appears on the Medical Assistance identification card. Specify if male or female with an "X."

ELEMENT 4 - INSURED'S NAME (not required)

ELEMENT 5 - PATIENT'S ADDRESS

Enter the complete address of the recipient's place of residence.

ELEMENT 6 - PATIENT RELATIONSHIP TO INSURED (not required)

ELEMENT 7 - INSURED'S ADDRESS (not required)

ELEMENT 8 - PATIENT STATUS (not required)

ELEMENT 9 - OTHER INSURED'S NAME

Third party insurance (commercial insurance coverage) must be billed prior to billing the WMAP, unless the service does not require third party billing according to Section IX of Part A of the WMAP Provider Handbook.

When "Other Coverage" of the recipient's Medical Assistance identification card indicates HPP, BLU, WPS, CHA, or OTH, one of the following codes MUST be indicated in the <u>first</u> box of element 9. The description is not required, nor is the policyholder, plan name, group number, etc. (Elements 9a, 9b, 9c, and 9d are not required.)

Code	Description
OI-P	PAID by other insurance, in whole or in part
OI-D	DENIED by other insurance, benefits exhausted, deductible not reached, non-covered service, etc.
OI-C	Recipient or other party will NOT COOPERATE
OI-S	SENT claim, but insurance company did not respond
OI-R	RECIPIENT denies coverage
OI-E	ERISA plan denies being prime
OI-A	Benefits NOT ASSIGNABLE

When "Other Coverage" of the recipient's Medical Assistance identification card indicates "HMO" or "HMP", one of the following disclaimer codes must be indicated, if applicable:

Code	Description
OI-P OI-H	PAID by other insurance, in whole or in part DENIED by the HMO or HMP for one of the following reasons:
	 noncovered service applied to deductible or copayment family planning services (if WPS-HMP only)

Important Note: The provider may not use OI-H if the HMO or HMP denied payment because an otherwise covered service was not rendered by a designated provider.

When the provider has not billed other insurance because the "Other Coverage" of the recipient's Medical Assistance identification card is blank, or the service does not require third party billing according to Section IX of Part A of the WMAP Provider Handbook, this element may be left blank.

ELEMENT 10 - IS PATIENT'S CONDITION RELATED TO (not required)

ELEMENT 11 - INSURED'S POLICY, GROUP OR FECA NUMBER

The first box of this element is used by the WMAP for Medicare information. (Elements 11a, 11b, 11c, and 11d are not required.) Medicare must be billed prior to billing the WMAP. When the recipient's Medical Assistance identification card indicates Medicare coverage, but Medicare does not allow any charges, one of the following Medicare disclaimer codes MUST be indicated. The description is not required.

Code	<u>Description</u>
M-1	Medicare benefits exhausted
M-5	Provider not Medicare certified
M-6	Recipient not Medicare eligible
M-7	Medicare disallowed (denied) service
M-8	Not a Medicare benefit

If a recipient's Medical Assistance identification card indicates no Medicare coverage, this element may be left blank. If Medicare allows an amount on the recipient's claim, the Explanation of Medicare Benefit (EOMB) must be attached to the claim and this element must be left blank. Refer to Appendix 17 of Part A of the WMAP Provider Handbook for further information regarding the submission of this type of claim.

ELEMENTS 12 AND 13 - AUTHORIZED PERSON'S SIGNATURE

(Not required since the provider automatically accepts assignment through Medical Assistance certification.)

ELEMENT 14 - DATE OF CURRENT ILLNESS, INJURY, OR PREGNANCY (not required)

ELEMENT 15 - IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS (not required)

ELEMENT 16 - DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION (not required)

ELEMENT 17 - NAME OF REFERRING PHYSICIAN OR OTHER SOURCE When required, enter the referring or prescribing physician's name.

ELEMENT 17a - LD. NUMBER OF REFERRING PHYSICIAN

Enter the referring provider's eight-digit Medical Assistance provider number if certified by the WMAP. If the referring provider is not WMAP-certified, enter the provider's license number.

ELEMENT 18 - HOSPITALIZATION DATES RELATED TO CURRENT SERVICES (not required)

ELEMENT 19 - RESERVED FOR LOCAL USE

If an unlisted procedure code is billed, providers may describe the procedure in this element. If there is not enough space for the description, or if multiple unlisted procedure codes are being billed, providers must attach documentation to the claim describing the procedure(s). In this instance, providers must indicate "See Attachment" in element 19.

ELEMENT 20 - OUTSIDE LAB

If laboratory services are billed, check either "yes" or "no" to indicate whether an outside lab was used.

ELEMENT 21 - DIAGNOSIS OR NATURE OF ILLNESS OR INJURY

<u>The International Classification of Disease</u> (ICD) diagnosis code must be entered for each symptom or condition related to the services provided. Manifestation ("M") codes are not acceptable. List the primary diagnosis first. Etiology ("E") codes may not be used as a primary diagnosis. The diagnosis description is not required.

ELEMENT 22 - MEDICAID RESUBMISSION (not required)

ELEMENT 23 - PRIOR AUTHORIZATION

Enter the seven-digit prior authorization number from the approved prior authorization request form. Services authorized under multiple prior authorizations must be billed on separate claim forms with their respective prior authorization numbers.

ELEMENT 24A - DATE(S) OF SERVICE

Enter the month, day, and year for each procedure using the following guidelines:

- When billing for one date of service, enter the date in MM/DD/YY format in the "From" field.
- When billing for two, three, or four dates of service on the same line, enter the first date of service in MM/DD/YY format in the "From" field, and subsequent dates of service in the "To" field by listing only the date(s) of the month (i.e., DD, DD/DD, or DD/DD/DD).

It is allowable to enter up to four dates of service per line if:

- -- All dates of service are in the same calendar month.
- -- All services performed are identical.
- -- All procedures have the same type of service code.
- -- All procedures have the same place of service code.
- -- All procedures were performed by the same provider.
- -- The same diagnosis is applicable for each procedure.
- -- The charge for all procedures is identical. (Enter the total charge <u>per detail line</u> in element 24F.)

- -- The number of services performed on each date of service is identical.
- -- All procedures have the same HealthCheck or family planning indicator.
- -- All procedures have the same emergency indicator.

ELEMENT 24B - PLACE OF SERVICE

Enter the appropriate WMAP single-digit place of service code for each service.

Numeric	Description
1	Inpatient
3	Office
4	Home
7	Nursing Home
8	Skilled Nursing Facility

ELEMENT 24C - TYPE OF SERVICE CODE

Enter the appropriate single-digit type of service code.

Alpha	Description (Audiology Services)
В	Diagnostic Medical (Total)
P	Purchase
R	Rental
Alpha	Description (Hearing Aid Dealer Services)
P	Purchase
R	Rental

ELEMENT 24D - PROCEDURES, SERVICES, OR SUPPLIES

Enter the appropriate five-character procedure code and, if applicable, a two-character modifier.

ELEMENT 24E - DIAGNOSIS CODE

When multiple procedures related to different diagnoses are submitted, column E must be used to relate the procedure performed (element 24D) to a specific diagnosis in element 21. Enter the number (1, 2, 3, or 4) which corresponds to the appropriate diagnosis in element 21.

ELEMENT 24F - CHARGES

Enter the total charge for each line.

ELEMENT 24G - DAYS OR UNITS

Enter the total number of services billed for each line. A decimal must be indicated when a fraction of a whole unit is billed. For a hearing aid rental service, the total number of days the item was rented should be entered as the quantity. This must coincide with the date range indicated. For hearing aid batteries, enter the number of batteries.

ELEMENT 24H - EPSDT/FAMILY PLANNING

Enter an "H" for each procedure that was performed as a result of a HealthCheck (EPSDT) referral. Enter an "F" for each family planning procedure. Enter a "B" if BOTH HealthCheck and family planning services were provided. If HealthCheck/family planning do not apply, leave this element blank.

ELEMENT 24I - EMG

Enter an "E" for each procedure performed as an emergency, regardless of the place of service.

ELEMENT 24J - COB (not required)

ELEMENT 24K - RESERVED FOR LOCAL USE

Enter the eight-digit, Medical Assistance provider number of the performing provider for each procedure, if it is different than the billing provider number indicated in element 33.

When applicable, enter the word "spenddown" and under it, the spenddown amount on the last detail line of element 24K directly above element 30. Refer to Section IX of Part A of the WMAP Provider Handbook for information on recipient spenddown.

ELEMENT 25 - FEDERAL TAX ID NUMBER (not required)

ELEMENT 26 - PATIENT'S ACCOUNT NO.

Optional - provider may enter up to 12 characters of the patient's internal office account number. This number will appear on the EDS Remittance and Status Report.

ELEMENT 27 - ACCEPT ASSIGNMENT

(Not required, provider automatically accepts assignment through Medical Assistance certification.)

ELEMENT 28 - TOTAL CHARGE

Enter the total charges for this claim.

ELEMENT 29 - AMOUNT PAID

Enter the amount paid by other insurance. If the other insurance denied the claim, enter \$0.00. (If a dollar amount is indicated in element 29, "OI-P" must be indicated in element 9.)

ELEMENT 30 - BALANCE DUE

Enter the balance due as determined by subtracting the recipient spenddown amount in element 24K and the amount paid in element 29 from the amount in element 28.

ELEMENT 31 - SIGNATURE OF PHYSICIAN OR SUPPLIER

The provider or the authorized representative must sign in element 31. The month, day, and year the form is signed must also be entered in MM/DD/YY format.

NOTE: This may be a computer-printed or typed name and date, or a signature stamp with the date.

ELEMENT 32 - NAME AND ADDRESS OF FACILITY WHERE SERVICES RENDERED

If the services were provided to a recipient in a nursing home (place of service 7 or 8), indicate the nursing home's eight-digit Medical Assistance provider number.

ELEMENT 33 - PHYSICIAN'S, SUPPLIERS BILLING NAME, ADDRESS, ZIP CODE AND PHONE

Enter the provider's name (exactly as indicated on the provider's notification of certification letter) and address of the billing provider. At the bottom of element 33, enter the billing provider's eight-digit Medical Assistance provider number.

PROCEDURE CODES IN WHICH REIMBURSEMENT IS DETERMINED AT TIME OF PRIOR AUTHORIZATION

AUDIOLOGY

W6808

Communicator (Including Accessories) Unlisted Hearing Aid Services

W6999

HEARING AID DEALERS

W6999

Unlisted Hearing Aid Services

PRIOR AUTHORIZATION REQUEST FORM (PA/RF) SAMPLE

MAIL TO: E.D.S. FEDERAL CORPORATION PRIOR AUTHORIZATION UNIT 6406 BRIDGE ROAD SUITE 88 MADISON, WI 53784-0088 2 RECIPIENT'S MEDICAL ASSISTANCE ID NUMBER 1234567890 3 RECIPIENT'S NAME (LAST, FIRST, MIDDLE INITIAL) Recipient, Im A 5 DATE OF BIRTH MM/DD/YY 7 BILLING PROVIDER NAME, ADDRESS, ZIP CODE. I.M. Provider 1 W. Williams Anytown, WI 55555				PRIOR AUTHORIZATION REQUEST FORM PA/RF (DO NOT WRITE IN THIS SPACE) ICN # A.T. # P.A. # 1234567 4 RECIPIENT ADDRESS (STRE 609 Willow St. Anytown, WI 5555) 8 BILLING PROVIDER TELEPH (XXX) XXX-XXXX 9 BILLING PROVIDER TELEPH (XXX) PRIMARY V539 11 DX: SECONDA			ONE NUMBER IDER NO.		
						12 START DATE		13 FIRST DATE RX:	
PROCEDURE CODE	15 MOD	16 POS	17 TOS	DESCRIPTIO	N OF SERVI	CE	¹⁹ QR	20 CHARGES	
W6808		4	P	Touch talker comm	unicatio	on device	1	xxxx.xx	
W6808		4	P	Individualized vo	cabluary	package	1	xxx.xx	
W6808		4	P	Memory transfer interface			1	xxx.xx	
W6808		4	P	Protective carrying case			1	xx.xx	
W6808		4	P	Adapter for Imagewriter II			1	xx.xx	
22 An approved authoric Reimbursement is conti	zation do	pes not (guarante	itee payment.			TOTAL CHARGE	21 XXXX.XX	
recipient and provider a for services initiated pri Medical Assistance Pro a prior authorized services MM/DD/YY	t the time or to app	the ser roval or ment m	vice is p after au ethodol /MAP re	rovided and the complet thorization expiration do ogy and Policy. If the receimbursement will be all . M. Provider	ite. Reimbu ipient is en owed only	ursement will b trolled in a Med	e in accord ical Assista	lance with Wisconsin ance HMO at the time	
DATE			- R	EQUESTING PROVIDER SIGNATURE (DO NOT WRITE IN THIS					
AUTHORIZATION: APPROVED GRANT				PROCEDURE(S) AUTHORIZED QUANTITY AUTH				QUANTITY AUTHORIZED	
	ISON:								
RETURN — REA	ASON:								
DATE			COI	CONSULTANT/ANALYST SIGNATURE					

ATTACHMENT 4a

PRIOR AUTHORIZATION REQUEST FORM (PA/RF) APPROVAL SAMPLE

MAIL TO: E.D.S. FEDERAL CORPORATION				IOR AUTHORIZATION REQUEST FO	1 PROCESSING TYPE				
PRIOR AUTHORIZATIO		•		PA/RF (DO NOT WRITE IN THIS	SPACE)				
6406 BRIDGE ROAD				CN #					
SUITE 88	SUITE 88			A.T. #	:		130		
MADISON, WI 53784-00	88		F	P.A. # 1234567		<u> </u>			
2 RECIPIENT'S MEDICAL ASSI	ISTANCE IC	NUMBER		609	Willow St.		TE, ZIP CODE)		
3 RECIPIENT'S NAME (LAST, F	IRST, MIDI	DLE INITIA	L)	Anyt	town, WI 5555	5			
Recipient, Im A			6 SEX	C S BILLIN	IG PROVIDER TELEPH	ONE NUMBER			
5 DATE OF BIRTH MM/DD/YY			ا مُحَدُّ ا	با اع ایا	(x) xxx-xxxx				
7 BILLING PROVIDER NAME.	ADDRESS,	ZIP CODE			9 BILLING PROV	DER NO.			
I.M. Provider					87654321	87654321 10 DX: PRIMARY			
l W. Williams					1	1			
Anytown, WI 5555	5			•		V539 11 DX SECONDARY			
					12 START DATE	OF SOI:	13 FIRST DATE RX.		
PROCEDURE CODE	15 MOD	POS	17 TOS	DESCRIPTION OF SE	RVICE	19 QR	CHARGES		
***	† •	4	P	Touch talker communicat	tion device	1 (0%)	XXXX.XX		
W6808	11	-	<u> </u>			<u> </u>	o price		
W6808	12	4	P	Individualized vocablus	ry package	1 init	XXX.XX		
W6808	13	4	P	Memory transfer interfa	ace	1 init	XXX.XX		
₩6808	14	4	P	Protective carrying cas	se .	$ 1 \cdot \langle r \rangle$	XX.XX		
W6808	15	4	Р	Adapter for Imagewriter	r II	1 ;	mals price— -XX.XX		
W0000	<u> </u>		•	indepter 101 1 mage at 100					
	-								
	<u> </u>					TOTAL	21 price		
2 An approved authorizal Reimbursement is conti		non alia	ibility A	t the		CHARGE	-xxxx-xx		
iniana and accuides o	• • ha time	s the cer	VICA IS D	rovided and the completeness o	f the claim inform	ation. Paym	nent will not be made		
Adams and Anniadanaa Deal		mant m	athadai	thorization expiration date. Reir ogy and Policy. If the recipient is	s enrolled in a Med	licai Assista	ince HMO at the time		
a prior authorized servi	ce is pro	vided, W	/MAP re	eimbursement will be allowed o	nly if the service	is not cover	red by the HMO.		
				m Parile					
23 MM/DD/YY		_ 24		EQUESTING PROVIDER SIGNATURE					
DATE				(DO NOT WRITE IN THIS SPACE))				
AUTHORIZATION:					PROCEDURE(S) A	UTHORIZED	QUANTITY AUTHORIZED		
lacktriangle		MN	VOD/Y	YY DE/MM					
APPROVED	,	GRA	NT DATE	EXPIRATION DATE	as abo	ve			
MODIFIED - REA	ASON:								
DENIED - REA	ASON:								
RETURN REA	ASON:								
			1 0	n A A 1					
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42.CW/B3 vg				-17-					